

STUDENT



TOOLKIT

Dear Student Employee,

Welcome to Los Alamos National Laboratory. We hope that you will have a quality and rewarding work experience. Students are an important part of the Laboratory. Your time with us is designed to provide meaningful work, exciting learning opportunities, and the option of considering Los Alamos as the place to launch your career.

This orientation packet is designed to provide useful information about the Laboratory. The information will help ease your transition and make the Laboratory a more manageable place. Among the information in the packet is a Student Tool Kit. The kit contains information about Safety and Security, student activities, and a Contacts and Resources listing. You will also find information about the community of Los Alamos. The enclosed Student/Mentor Work Plan Discussion Guide is an important form that needs to be completed by you and your mentor and returned to me within **seven working days** of your hiring. This information helps to ensure an understanding of your work assignment.

As a student employee, you will have a mentor who will work with you on establishing goals, expectations and a student work plan. This is an important relationship. Each mentor has a wealth of knowledge, experience and access to professional relationships that can be of benefit to you.

Each division/group has a Student Liaison. Liaisons work with mentors and are additional resources for you. They, too, can add to the quality of your experience. Please make the time to cultivate these relationships.

A number of important web addresses are listed in this packet. We encourage you to subscribe/bookmark them, as they will provide you with important student information.

I hope you will make the most of this opportunity and that your experience will be positive and productive.

Warmest Regards,

Carole Rutten
Laboratory Student/Mentor Liaison
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665-5194, MS 709

Kurt Steinhaus
Science Education Program Manger

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WELCOME

Welcome to Los Alamos National Laboratory. We hope your experience at the Laboratory will be both educational and productive. There will be a variety of opportunities for you to develop both professionally and academically over the next few months. We encourage you to get involved and to participate in all that you can so that you can take your newly developed skills and knowledge back with you when you return to the classroom and hopefully return to the Laboratory in the future. We encourage you to provide us with on-



going feedback regarding your experience at the Lab, as it is our goal to continue to improve our student programs. This Student Tool Kit was designed to provide you with valuable information for creating a safe and highly effective education and work experience for you.

Education Programs Office-STB

ORGANIZATION OF THE LABORATORY

The Laboratory consists of forty-three square miles of space. Most everything at the Laboratory is referred to with an acronym or abbreviation eg: LANL, UGS, GRA, etc. It can be a challenge to figure out all of this and also learn the organizational structure of the Laboratory. The abbreviations for all the Laboratory divisions and the organizational structure can be found on the LANL Organization web-site <http://int.lanl.gov/organization/>.

MY FIRST DAYS AT LANL

The first few days as a LANL student employee are busy with becoming familiar with the Laboratory. Students receive an orientation packet and complete the new hire process with Human Resources. You will also be informed of available resources as well as site-specific

training that may be required prior to being authorized to conduct work. General Employee Training (GET) is a course that is required of all LANL and contract employees.

GENERAL EMPLOYEE TRAINING (GET)

Consists of the following 14 training modules: Administrative Policies and Procedures Emergency Management Environment Safety and Security Expectations Facilities Fire Protection General Employee Radiological Training Industrial Hygiene and Safety Introduction to the Laboratory Lockout/Tag out OSHA Rights and Responsibilities Occupational Medicine Quality Program Security Course Number – 15503. The course is taught at ESH-13 in White Rock. There is a test-out equivalent of General Employee Training GET. It consists of the 14 training modules in a self-study format. Your mentor will inform you of which GET course you need to take.

BADGE OFFICE

All Laboratory employees are required to hold a badge. Once you have completed the hiring process you will be directed to the Badge Office where your picture will be taken and your badge activated. Badges are required to be worn and visible at all times while on LANL property. Badges are not to be worn or used as a form of identification when off LANL property. To badge employees is extremely important to the overall security of the Laboratory. For more information see www.badge.lanl.gov/.

MENTORS

As a student employee, you will have a mentor who will work with you on establishing goals, expectations, and a Student Workplan. This is an important relationship. Each mentor has a wealth of knowledge, experience, and access to professional relationships that can be of benefit to you.



STUDENT WORKPLAN

The student workplan defines the type of work that will be accomplished during your appointment. It provides a description of the work assignment and projects along with the necessary skills and educational background needed to perform the research/work. The work plan is used as a tool for both the mentor and student to establish a clear, mutual, and meaningful educational Laboratory experience.

STUDENT/MENTOR WORKPLAN DISCUSSION GUIDE

As stated earlier, every student has a detailed workplan. The Student/Mentor Workplan Discussion Guide (included in this packet) is an important form that needs to be completed by you and your mentor and returned to STB-EPO within **seven working days** of your hiring. This form will ensure an understanding of your work assignment. (see page)

At the end of your appointment, you will be given an opportunity to evaluate your experience at LANL through an exit survey. Your input provides us with necessary feedback that will be used to improve our student programs. Copy of evaluation included at the end of this packet.

STUDENT LIAISONS

Student liaisons are an additional resource for students. Each division/group has a student liaison. Liaisons add values to students' experience by working with the mentor, linking students to needed resources within the division, the Laboratory, and the community.

Liaisons help make the Laboratory a more manageable place so that students can focus and be more effective in their work projects. Get to know your liaison as soon as you are able.

IMPORTANT WEB SITES

The following are important web addresses, please subscribe/bookmark them, as they will provide you with important student information.

www.lanl.gov/worldview- External Laboratory website links.

- Science & Technology
Select “Student Jobs”
- Organization
- Community
- Education & Postdocs
- Life@LANL

For application and hiring information click on the icons:

- “Job listings & other information”
Select “Students”
- “What’s life like in Northern New Mexico?”
- <http://www.losalamos.com>- Online guide to community, housing, and transportation information.
- <http://sa.lanl.gov>- The Student Association list serv. Provides information regarding the Student Association organization, elections, activities, and committees. (Please subscribe once you get on board).

WORK SCHEDULE OPTIONS

During your first week of work, you are required to work a five day (Monday-Friday) eight hours per day schedule. After this you may request a different option such as the 9/80 schedule with your mentor. Upon approval your schedule can be modified. It is encouraged that student employees and mentors have compatible schedules.

END OF APPOINTMENT RESPONSIBILITIES

Three weeks prior to the end of your appointment, please notify your Human Resources generalist, mentors, and student liaison regarding your departure. Forms will be initiated to reflect the appointment change of status i.e. casual, part-time, full-time, offsite.

OFF-SITE STUDENT POLICY

The off-site Student Policy is for a student who is actively participating in one of LANL's Student Programs as a full-time, part-time, or casual status employee whose primary work location is NOT on LANL property. Remember, all requirements must be met and APPROVED, BEFORE work is permitted off-site. Please see web-site (<http://www.hr.lanl.gov/hrstaffing/StudentPrograms/offsite.stm>) for specific requirements. Please have your off-site packet completed at least **two weeks prior** to your departure date.

EXIT SURVEY

An Exit Survey will be provided at the end of the summer. This will allow you to provide input about your summer experience at the Laboratory. Although this survey will be available, please feel free to provide your comments throughout your stay. To seek information or to provide suggestions please contact:

Carole Rutten,
Laboratory Student/Mentor Liaison
STB/EPO
665-5194
crutten@lanl.gov

SYMPOSIUM 2002:

Highlighting Student and Postdoctoral Research - “Championing Scientific Careers”

The Symposium is scheduled for Sunday, August 5 and Monday, August 6, 2001 at Santa Fe Community College. All students are expected to participate. This is an opportunity for all students to present their learning experiences and scientific research. This is a great time to have your work published and add to your professional resume. Please see the application included in your packet for complete information and registration materials.

STUDENT ASSOCIATION

The LANL Student Association (SA) is ALIVE and WELL. The summer months are expected to be a busy time for the Student Association. All LANL students can check the web site (<http://sa.lanl.gov>) for upcoming events, meetings, tours, social and educational activities, bulletin board, calendar of events, and much more. Students are encouraged to participate as time and interest permits.

All students are encouraged to become involved with the LANL Student Association (SA). Membership is voluntary and it is the intent of the SA to obtain representation from all



programs, divisions and groups that are offered at the Laboratory. All students are invited to join the SA. Please be sure to visit the web site (<http://sa.lanl.gov>).

GENERAL PROCEDURES

- Safety and Security are a primary goal and commitment for all LANL employees in order to have an injury free workplace. The Laboratory is on an aggressive course to ensure that neither people nor the environment is injured while working toward

achieving our mission. You will be required to participate in Safety and Security training sessions in order to conduct your work safely and securely.

- There is no official dress code for the Laboratory due to the varying work settings at LANL. However, clothing should always be neat, clean, and appropriate for your work setting. Clothing that is always **inappropriate** includes short shorts, bare mid-riffs, spandex, low-cut tops, see through clothing.
- There is a team approach to research problems at LANL. You will be a part of a team and are encouraged to ask questions whenever you need additional instructions or clarification.
- Part of being a student employee includes taking initiative. Mentors prefer that students ask questions and not just sit back and wait to be told what to do. As is true with any new position, you will experience a steep learning curve. Once you are more familiar with the position requirements, you will be expected to perform/conduct your work with less supervision and more initiative and confidence. If you have problems with this, please talk to your mentor.
- Be sure to discuss your expectations with your mentor. Please complete the Student/Mentor Discussion Guide to insure that you and your mentor's expectations match. Determine together with your mentor what it is you want to get out of this experience and go for it. This is a wonderful educational and work experience for you.
- Students **MUST** take responsibility for providing the Special Programs Office with the appropriate paperwork when their appointments are renewed. This will expedite salary increases (i.e. BS-->MS) and changes in status (casual to full-time). Notify your group of your hire and departure dates. Mark the appointment expiration date on your calendar! Approximately one month before your appointment is about to expire, communicate with your group to request that the appropriate paperwork be completed. In addition, be sure to provide your necessary documentation (transcripts, admission letters, etc.) to the Special Programs Office in advance. Please do not let your Personnel Action expire! All paperwork from returning students is due to the Student Program Office by April 1 annually.

If you have problems performing the required research/projects, talk with your mentor. Your input will benefit you, the project and your overall experience. If you continue to have difficulties, please speak with your Student Liaison so that you can be directed to the appropriate contact person.

VISITORS

There are to be no visitors on Lab property without proper identification from the badge office. All foreign nationals are required to have prior DOE approval and appropriate visitor's badges while on Lab property. To obtain approval for visitors, please contact your group office to obtain the required approvals and complete the appropriate paperwork. Individuals without approval may drive around in open areas, but they may not enter any buildings! If you do not follow these security rules, you may commit a security infraction. If this occurs, your badge may be confiscated by Security and depending upon the nature of the infraction, your appointment with the Laboratory may be terminated.



THREATS OF VIOLENCE

The threat of violence in the workplace is taken very seriously. Comments such as, "I could just kill somebody...for doing that...etc." could have serious consequences. Threats, whether intended as a joke or not, are not tolerated.

PERSONAL PROPERTY

Non-Laboratory property is any property other than that supplied to or bought by the University of California (UC) under its contract with DOE. Be sure to check the Prohibited Articles List. Property owned by employees or affiliates and used at the Lab is on-site use of non-Laboratory property. There are strict requirements regarding personal property use on Laboratory grounds. Laboratory policy states that you may not have a personal camera

on Laboratory property. Your group may have a Lab camera that you can use to take photos of your workplace, experiments, etc. for official use (poster session, presentations, etc...).

PARKING

Parking at the Laboratory is an adventure! Parking tickets are given for exceeding time limit postings, parking in a government vehicle only or handicapped parking space, etc. Parking fines are assessed at \$20 per ticket. If a ticket is not paid, your division management will receive written notification from Security.

TRANSPORTATION

If you do not have a vehicle, you can get around town and to the Lab via the Los Alamos Bus Service. Schedules can be obtained at the New Hire Office in the Otowi Building. LANL also provides a FREE TAXI service to all **Lab sites**. This service is available to Lab employees during work hours. Call 667-TAXI to make arrangements. Car pool information can be found on the LANL NewsBulletin

(<http://www.lanl.gov/orgs/pa/newsbulletin/bulletinboard.html>).

STAFF RELATIONS

Staff Relations (HR-8) has the overall goal of helping employees and supervisors resolve work-related concerns in an equitable, positive, and expeditious manner. Staff Relations investigates employee complaints of discrimination, harassment, retaliation and works with employees and supervisors to resolve a wide variety of work-related issues that may detract from the Laboratory's mission. Staff Relations is also the central contact for issues related to the Higher Education Employer-Employee Relations Act (HEERA) and assists employees and managers with its implementation. Students with concerns in any of these areas should call 7-8730.

Fraud, waste and abuse concerns should be reported to the Internal Evaluations Office (AA-4) at 5-6159. Theft, vandalism, threats, or other security concerns should be reported to Special Projects Office at 5-3505.

GOVERNMENT PROPERTY

A must see for all students! Students are expected to adhere to the Lab official use only policies regarding appropriate use of computer, Laboratory telephones, government vehicles, offices and laboratory space. Students should understand the severity of any infraction with regard to **MISUSE OF GOVERNMENT PROPERTY**.

(<http://admin-manual.lanl.gov:1500/pdfs/adm/am701.pdf>) and

(<http://www.bus.lanl.gov/bus6/pmm/motor.pdf>)

HOUSING OFFICE

Historically, housing for students in Los Alamos has been a continuing problem. Each year, the Housing Office attempts to locate and secure agreements for adequate student housing with varying degrees of success. Therefore it is important that you begin looking for housing in the Los Alamos area. The Chamber of Commerce Web site (<http://www.losalamos.com/chamber>) is a source that can help locate privately owned accommodations in Los Alamos and surrounding communities. The Housing Office Web site is (<http://bus.lanl.gov/bus/housing/>). Housing staff is available to answer questions. They will continue to work on the behalf of the students to secure rental agreements. Students with transportation have more options than those without.

BENEFITS

Student benefits are based on the length of appointment. Refer to AM1100

- 1 year appointment: holiday pay, sick leave, vacation, and full health benefits (health, dental, vision, legal, employee paid life and dependent life, AD&D, employee paid disability)

- 3 months - <1 year: holiday pay, no vacation accrual, eligible only for health insurance, employee paid core life (or employee paid life), employee paid dependent life, employee paid AD&D, one day of sick leave may be granted per month, by the Group Leader.
- 90-day appointment: holiday pay, no accrual of vacation or sick leave. CORE Health Benefits only.
- Casual Students: will no longer use or accrue vacation or sick leave. Vacation and sick accrued are carried on the record until termination.

(<http://www.hr.lanl.gov/benefits>)

SPECIAL EMPLOYMENT TRAVEL POLICY

The Special Employment Travel Policy is quite specific regarding travel for student employees. ALL students with travel questions can be referred to this document. Travel reimbursement is at the discretion of the hiring organization!!!!

(<http://bus.lanl.gov/bus1/travel/graugsregs.htm>)

PAYROLL

The BUS-1 Group can provide assistance with questions regarding payment, travel, etc.

(<http://bus.lanl.gov/bus1/default.htm>)

HR GENERALISTS FOR EACH DIVISION

Provides assistance with personnel issues: such as Personnel Actions, termination, hiring, etc..

(<http://www.hr.lanl.gov/scripts/generalist/default.asp>)

OCCUPATIONAL HEALTH CENTER

(<http://medical.lanl.gov/>)

Group Office 667-7251

Appointments 667-7848

Nurse's Station 667-7839

SAFETY

This web site offers phone numbers to contact if you have questions about any safety issue, chemicals, dosimetry, environmental, training, hazards, spills, and much more.

(<http://drambuie.lanl.gov/esh/>)

SAFETY

This web site offers phone numbers to contact if you have questions about any issues regarding safety, chemicals, dosimetry, environment, training, hazards, spills, and much more. <http://drambuie.lanl.gov/esh/>

LIVING IN LOS ALAMOS

The Los Alamos/White Rock area is a great place to live if you like the outdoors, mountain weather, peace and quiet, law and order, growing salad greens, and proximity to work. There is more diversity in Los Alamos and White Rock than what meets the eye at first glance. There are a variety of dining and cultural offerings. Like the Laboratory, the community places a strong emphasis on safety and security.

LOS ALAMOS MEDICAL CENTER

The Medical Center is located at 3917 West Road. The hospital provides 24-hour emergency care. Referrals to the other doctors and services can be obtained by contacting 662-4201. A pharmacy is on-site for medication needs.

Bicycle-Pedestrian Safety in Los Alamos County

(Written by Wayne Slattery for the LANL Bicycle-Pedestrian Safety Committee, John Bradley, Chair)

Most of the bicycle-pedestrian safety concerns in Los Alamos aren't very different from those in the rest of the US. There are, however, a number of very sensitive areas where things *are different*.

Crosswalks

The first difference is that in Los Alamos, cars *ARE* required to stop for pedestrians in crosswalks. The police do watch this and some of us have been stopped because we ignored a pedestrian who was merely looking at a crosswalk. From a pedestrian viewpoint this means that while walking across a crosswalk, you can expect cars to stop for you. *BUT DO NOT* take this expectation for granted. Keep watching the cars and make sure that they stop; they may not see you.

Seat Belt Use

The local police are on the lookout for drivers and passengers of vehicles who are not using seat belts. Save your \$50 and perhaps your life by wearing your seat belt.

The Los Alamos Canyon Bridge (Diamond Drive)

The most sensitive area is the walkway across the Los Alamos Canyon Bridge. Both pedestrians and bicyclists use this walkway. For walkers, it is a good idea to walk on either one side or the other of the walkway. When a bicycle passes a person walking, the courteous thing to do is to slow down (there are signs at either end of the bridge stating a county ordinance that bicyclists must not be going faster than 5mph near pedestrians) and SAY SOMETHING LIKE "Passing on your left (or right)" and then pass slowly. Remember that is a request not a demand.

Why do all of this? Bicycles are extremely quiet and most pedestrians have no idea that you are coming. This just lets them know that you will be passing without scaring them. Is this enforced? Not really, but the walker that you scare may be interested in scaring you the next time they pass you in a car. The pedestrians on this walkway are *REALLY* sensitive about being scared or possibly injured. In the past, because of a *FEW*

inconsiderate bicyclists who didn't bother to slow down around pedestrians, *ALL* bicyclists were required to *WALK* across the bridge for a time.

Of course, bicycles are allowed to be on the roadway on the bridge and if you feel comfortable with this, we only recommend going downhill, i.e., northbound, where you can more or less keep up with traffic. Going uphill is not at all recommended because car drivers frequently become irritated and pass by driving fully in the same lane as the bicyclist, which is much too close for comfort.

The 5-Foot Rule

This brings up another topic. In Los Alamos cars are required to stay at least 5' from bicyclists. This law also works the other way: Bicycles must stay at least 5' from cars. This usually precludes passing a bunch of cars by sneaking along the right of stopped cars waiting for a light to change. In this situation the best thing is to wait your turn in the *MIDDLE* of the lane, drivers who are unaware of the 5' rule will invariably crowd you over to the right at a stop light if you are just a *LITTLE* bit in the lane.

BEWARE! Los Alamos police are always on the lookout for seatbelts, speeders and whatever, so be cautious.

Los Alamos Safety Tips

DRIVERS

Joggers and bicyclists frequent the local roads. Watch for them, especially at night.

Deer and elk are common, especially on lower Pajarito Road. Drive cautiously, and if one is in sight, use low beams.

Cattle occasionally cross highways on open range. Again, use caution and lower your beams.

Seatbelts are mandatory under state law. The driver is responsible for ensuring that children wear seatbelts. Fines for violations are high.

Snow, ice and sleet are common weather during winter months. Plan to take extra time to get to your designation. Use caution and extra care.

A **New Mexico driver's license** is necessary if you plan to reside in the state.

WEATHER

Los Alamos weather can be unpredictable and deceptive. Wear layered clothing and watch for changing conditions.

Lightning is a common occurrence. Afternoon thundershowers are frequent in the summer. Stay inside during a lightning storm. If you're in a car, keep the windows closed. The sun is intense in this area. Wear sunscreen in all seasons.

Rain can come suddenly. Bring appropriate gear for rain or snow. Watch for flooding in gullies or washes.

The air here is very dry. Drink plenty of fluids. Use skin lotions and lip balms to combat dryness or chapping. Be prepared for nosebleeds as you are acclimating.

ENVIRONMENT

Los Alamos is at an altitude of 7,400 ft. Your body may need time and extra rest to adjust. Use caution when exercising. Also, higher altitudes magnify the effects of alcohol. If you plan to drink, make sure you have a designated driver.

Do not approach sick or dead animals. This area is filled with wildlife. They may carry contagious diseases. **Fleas and ticks** are common in this area. Be sure to dust your pets for them. In an event of **snakebite**, seek medical attention immediately. Don't extract the poison yourself.

Don't touch articles you might find in the area. Some might be **explosive** test artifacts. Contact the police if you find any suspicious items. Also, do not disturb **historical or archeological artifacts**. Take memories; leave footprints.

HIKING

Topographic maps of the area are available at local stores.

Never hike alone, and always tell someone else your planned destination and return time.

Always take water and snacks even on short hikes.

Take raingear and layered clothing, including hats and gloves. The temperature drops quickly after sundown

Respect private and federal property. Obey “No Trespassing” signs.

ENJOY THE AREA, BUT REMEMBER TO USE COMMON SENSE!

Contacts and Resources for Students

TITLE	CONTACT INFORMATION	COMMENTS/NOTES
AA/EEO	Phone: 667-8695	
Badge Office	Phone: 667-6901	http://badge.lanl.gov/
Benefits Office	Phone: 667-1806	http://int.lanl.gov/worklife/benefits/
Bradbury Science Museum	Phone: 667-4444	http://www.lanl.gov/worldview/museum
Diversity Office	Phone: 667-5665	http://www.lanl.gov/orgs/dvo
Division Human Resources	Name: Phone: E-mail	
Education Programs Office Student Program Liaison	Name: Carole Rutten Phone: 665-5194 E-mail: crutten@lanl.gov	http://education.lanl.gov/EPO/
UGS/HS Co-op Coordinator	Name: Mindy Mendez Phone: 665-9466 E-mail: ajmendez@lanl.gov	
GRA Coordinator	Name: Kari Lier Phone: 667-3799 E-mail: klier@lanl.gov	
ESH Hotline (Safety Concerns)	Phone: 665-5010	
First Aid	Phone: 667-7839	
Food (Aramark Otowi Bldg)	Phone: 667-3591	Hours of Operation: Breakfast: 6:30-10:00 Lunch: 11:00-1:45 SweetShop: 10:00-4:00 www.int.lanl.gov/services/CafeteriaMenu/
Health Office	Phone: 667-7166	www.int.lanl.gov/worklife/health/
Housing Office	Name: Vicki Barnett Phone: 667-1727 E-mail: housing@lanl.gov	http://bus.lanl.gov/housing/default.htm

Human Resources (Staffing-Student Programs)	Phone: 667-0870	www.hr.lanl.gov (weblink to student program hiring info page)
Emergencies Immediate Danger	Phone: 665-3505 Phone: 911	fire, unattended bags, etc. http://lanl.gov/orgs/s/
Lab Locator	Phone: 667-5061	Search on web http://int.lanl.gov/tools/phone/labphone.shtml
Laboratory Operator	Phone: 667-5061	- External Web Site: www.lanl.gov/worldview Internal Web Site: www.int.lanl.gov
Mediation Center	Phone: 667-9370	
Medical/Personal Issues ESH-2 Employee Assistance Program	Phone: 667-7251 Phone: 667-7339	
Los Alamos Medical Center	Phone: 662-4201	Allergy shots, pharmacy, and emergency care
Ombuds Office	Name: Pavlo Quintana Phone: 667-9330 E-mail: pavlo@lanl.gov	www.lanl.gov/ombuds/
Research Library	Phone: 667-5809 E-mail: library@lanl.gov	Starting place for assistance with Library needs http://lib-www.lanl.gov/
Safety and Security Concerns Safety (ISM) Security	E-mail: security-www@lanl.gov Phone: 665-6295 Phone: 665-2002	http://int.lanl.gov/safety/
Staff Relations (Complaints, harassment)	Phone: 667-8730	
Student Liaison	Name: Phone: E-mail:	Resource Person: will provide direction to appropriate contacts
Student Mentor	Name: Phone: E-mail:	Primary Contact Person

TAXI	Phone: 667-TAXI (667-8294) or 667-3701	From Lab property to Lab property Charges pre-collected from Division and Group Offices
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Vandalism, Threats, Theft (Special Projects Office)	Phone: 665-3505
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Violence in the Workplace (Staff Relations)	Phone: 667-8730
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Waste, Fraud, and Abuse	Phone: 665-9999
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Weather Updates	Phone: 667-6622 or 877-723-4101	Lab closures or delays
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Student/Mentor Workplan Discussion Guide

ACTION REQUIRED - SIGN AND RETURN TO STB-EPO

This instrument is intended as a discussion aid between the mentor and you, the student. This form must be completed and returned within **seven days of your hiring**.

Please select appropriate category:

- ☐ High School Co-op
- ☐ Undergraduate Student (UGS)
- ☐ Graduate Student (GRA)

Please select one:

(Based on Workplan and degree area)

- ☐ Administrative
- ☐ Technical

Student Information:

Name: _____

Division/Group: _____

Z-Number: _____

Phone #: _____

E-mail: _____

Mentor Information:

Name: _____

Z-Number: _____

Phone #: _____

E-mail: _____

Time Length of Studentship:

- ☐ Summer
- ☐ Semester (non-summer)
- ☐ Year
- ☐ Other: _____

Work hours of Studentship:

- ☐ Part Time
- ☐ Full-Time (40hr./wk)

Work Plan Checklist: (Please initial each item when complete)

Work Schedule

We have discussed not only the 9/80 versus 5/40 work schedule options, but also the expectations for working hours (beginning, duration, and end, each day) which best balances programmatic needs with student/mentor and student/team interaction. We have decided upon the following work schedule (select one):

- ☐ 9/80 Schedule A
☐ 9/80 Schedule B
☐ 5/40 (M-F)
☐ Other please describe:

* Initial M _____ S _____
(Mentor) (Student)

Meeting Schedule

We agree on the following meeting schedule (select one)

- ☐ Daily
☐ Weekly
☐ 2-3 times per week
☐ Other please list: _____

* Initial M _____ S _____
(Mentor) (Student)

Responsibilities and Expectations Section

We have reached agreement on the responsibilities and expectations section of the Student work plan. We have discussed the responsibilities and expectations listed and have modified them in the following manner to reflect changes to work assignment. Comments or Changes: _____

* Initial M _____ S _____
(Mentor) (Student)

Performance and Learning Objective Section

We have discussed the performance and learning objectives section of the Student Work plan and agree on the following end-of-assignment deliverable (i.e. technical talk, Symposium presentation, publication, web site, etc.) Please list and describe deliverable.

* Initial M _____ S _____
(Mentor) (Student)

Integrated Safety Management (ISM)

We have discussed “Integrated Safety Management,” and “The Six Zeros”, and the inherent responsibilities of every employee in regard to these Lab-wide initiatives. (check off as discussed)

Safety and Security

Policy

- ☐ Define Work
- ☐ Analyze Hazards & Threats
- ☐ Develop Controls
- ☐ Perform Work
- ☐ Ensure Performance

The Six Zeros

- ☐ ZERO injuries and illnesses on the job
- ☐ ZERO safeguards and security incidents
- ☐ ZERO injuries and illnesses off the job
- ☐ ZERO environmental incidents
- ☐ ZERO ethics incidents
- ☐ ZERO people mistreatment incidents

* Initial M _____ S _____
(Mentor) (Student)

Student Long-term career plans:

Student departure date: _____

Signatures:

Student: _____

Date: _____

Mentor: _____

Date: _____

Mail To: Education Program Office, MS-M709
Carole Rutten, LANL Student Mentor/Liaison